

REQUIREMENTS FOR RENEWAL OF CERTIFICATE OF REGISTRATION FOR INDEPENDENT REVIEW ORGANIZATION

Requirements for Renewal of Certificate of Registration for Independent Review Organization

The following items must be submitted in order to obtain a license. Please number each item in the upper right-hand corner to correspond with its number in this schedule of requirements. You may print the appropriate forms by on the underlined item.

1. Application* - Each question must be completed in full. Attach a separate sheet of paper, properly signed, if additional space is needed.
2. A renewal fee of \$200.00 will be invoiced during the month of November. Payment can be sent with the original paperwork.
3. If there have been any changes in your previously submitted documentation also complete the Independent Review Checklist* and supporting documentation. Complete the "Located" column on the checklist with section and page number of your submission where the item can be found, for all items where documentation has changed. Mark all other items on the checklist N/C.
4. The completed application and information requested above should be sent to the following:

Attn: Pam Atherton
Indiana Department of Insurance
311 W. Washington Street, #300
Indianapolis, Indiana 46204

5. For any questions, contact Pam Atherton at 317-232-4391 or patherton@idoi.in.gov.

*To view a PDF file you will need the free **Adobe Acrobat Reader**.